	APOLLO HOSPITALS, SECUNDERABAD		AAC-03b
			Issue-C
	POLICY ON TRANSFER-IN & TRANSFER-OUT OF UNSTABLE PATIENTS		Date: 06-01-2017
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Transfer of unstable patient


1.0 Purpose:

To provide a mechanism to facilitate the appropriate transfer of Emergency patients

2.0 Definition:

2.1 The term “emergency medical condition” means: -

- A. a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) such that the absence of immediate medical attention could reasonably be expected to result in-
 - i. Placing the health of the individual (or with respect to pregnant women, the health of the woman or her unborn child) in serious jeopardy.
 - ii. Serious impairment of bodily functions or
 - iii. Seriously dysfunction of any bodily organ or part; or
- B. With respect to a pregnant women who is having contractions-
 - i. That there is inadequate time to effect a safe transfer to another hospital before delivery, or
 - ii. That transfer may pose a threat to the health or safety of the woman or the unborn child.

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2.2 The term “stabilized” means with respect to an emergency medical condition that no clinical deterioration of the condition is likely, within reasonable medical probability, to result from or occur during the transfer of the individual from a facility or with respect to a woman in labor, she has delivered.

3.0 Policy:

3.1 It is the policy of Apollo Hospital, Secunderabad to ensure that the transfer of patients take place only after he/she is stabilized in exception to poly trauma victims, from the site of accident with the intention to stabilize the patient either in the ambulance or in the nearby care center depending on the severity of the situation.

3.2 ERP shall be informed regarding the transfer of the patient to keep the unit and personnel ready to stabilize the case up on arrival e.g. blood, ventilator, OT etc.

3.3 Staff in the ER shall ensure that all the investigations are carried out, reports collected and documentation is complete, before being shifted to the next care giver/facility.

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3.4 All unregistered patients shall be registered, bed/room allocated and all admission procedure shall be initiated by the admission desk.


3.5 Similarly when resources do not match the patient's needs at Apollo Hospital, Secunderabad patients shall be transferred to facilities that meet the eligibility guidelines after contacting the receiving clinician responsible.

4.0 Procedure:

4.1 The organization establishes formal or informal arrangements and affiliations with the receiving organization to ensure that it can meet the needs of the patient to be transferred.

4.2 Requests from other health care providers to transfer patients who have an emergency medical condition and require emergency and tertiary level medical care not available at that facility shall be immediately approved when services, space, facilities, and personnel are available to provide appropriate care.

A. When the facility making the transfer request is capable of providing the necessary care, that facility must stabilize the emergency medical condition prior to transfer.

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B. When the transferring facility is requesting the transfer of unstable patient, the following conditions must be met:


- i. Physician certification that the expected benefits of transfer outweigh the risks of transfer;
- ii. Attempts made by the transferring hospital, within its capability, to stabilize the patient in order to minimize any risks of the individual transfer;
- iii. Capacity and capability to treat the transferred patient;
- iv. Delivery of a copy of all appropriate medical records summary to the receiving facility.
- v. The transfer shall be made with qualified personnel and transportation equipment.

C. When the resources are not available at the receiving hospital, the transfer shall be denied with appropriate recommendation to contact another facility with similar facilities as per the patient's requirements.

4.3 If an emergency patient requires services, which are not available at Apollo Hospital, Secunderabad the transfer shall be refused with a recommendation to contact another facility with similar facilities.

4.4 When realized that the resources not matching the patient's needs at Apollo Hospital, Secunderabad patients shall be transferred to facilities that meet the eligibility guidelines. The treating physician shall contact the faculty of the receiving hospital to ensure that

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eligibility guidelines are met. Transportation arrangements shall be done and the patient shall be transferred to the facility with prior information to the relevant unit staff.

- 4.5 During patient transfer, the accompanying doctor, nurse/EMT shall be responsible for stabilizing patient to the extent permissible; by maintaining the patient haemodynamically.
- 4.6 A qualified doctor or nurse, as required for the patient's condition, shall monitor the patient during the transfer, whenever an unstable patient is to be shifted. Patient shall be observed closely and findings shall be documented including the vital signs.
- 4.7 The transfer process shall be documented in the patient's record, which shall include the record of with whom the discussions have taken place, reason for transfer, special conditions related to transfer, clinical condition at the time of transfer or during transfer. It shall be noted that the relevant information is provided to whom the case is handed over.

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